Dear __________________:

This is to confirm the telephone conversation on __________________ between _______________ and _______________ of my staff relative to the drainage study to be prepared as part of the Location Phase for the subject improvement (see attached map). We are requesting the appropriate drainage information for incorporation into the drainage study.

In particular, we request the following:

- Storm sewer plans
- Combined sewer atlas
- Utility plans
- Contour mapping
- Proposed and current drainage improvements
- Identification of flooding experience associated with the highway or adjacent properties
- Local ordinance

If you have any questions or need additional information, please contact ________________, Senior Drainage Engineer, at ________________.

Very truly yours,

__________________
Deputy Director of Highways,
Region One Engineer

By:

Bureau Chief of Programming

Attachment